

MENOMINEE TRIBAL SCHOOL



STAFF POLICIES AND PROCEDURES HANDBOOK

2020-2021

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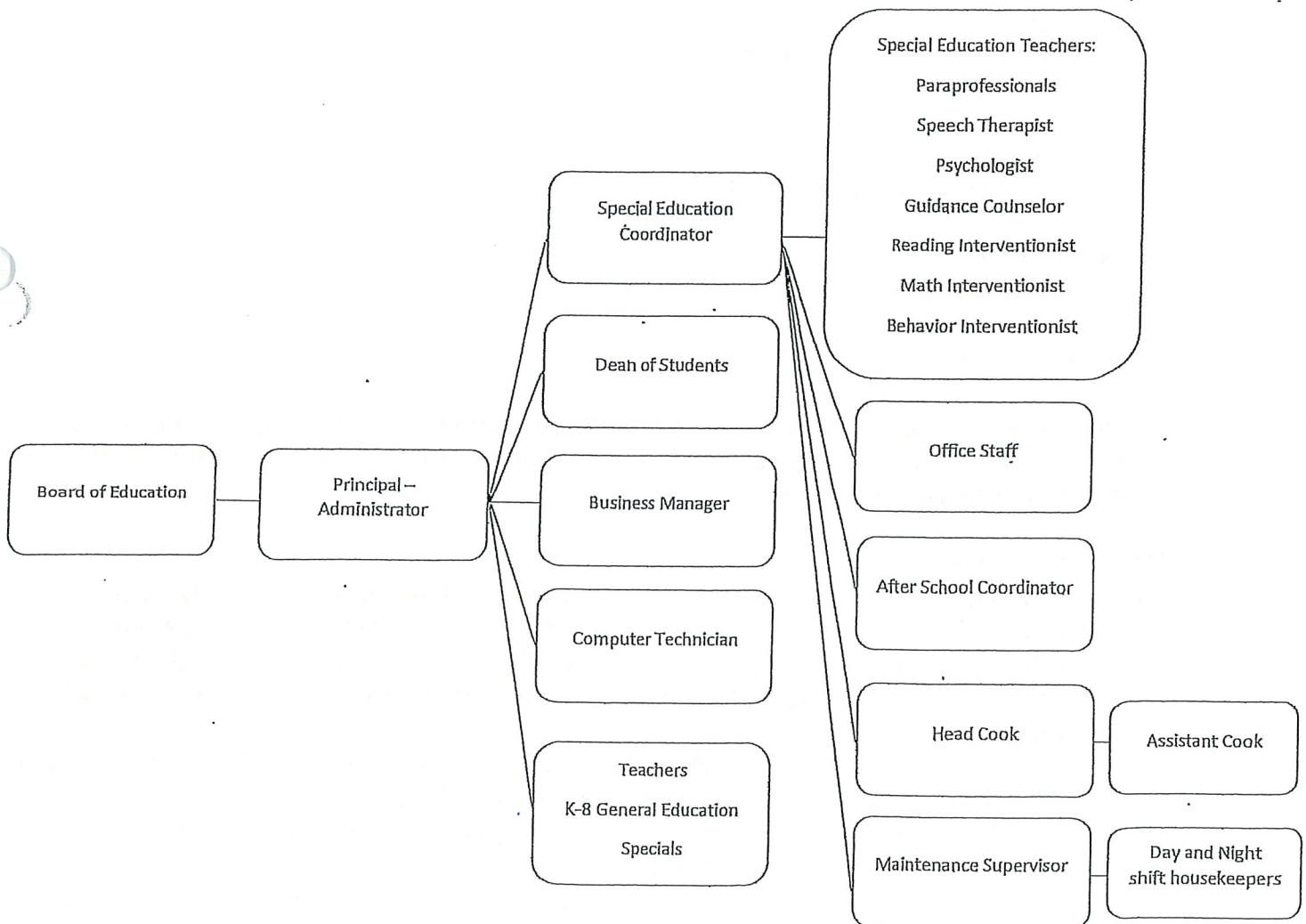
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Menominee Tribal School

Organizational Chart

SY 2020-2021



Health Protocol for Menominee Tribal School as per CDC, AAP, Tribal Command Center, and BIE. <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

It is essential for MTS to work together to prevent the introduction and spread of COVID-19 in the school environment and in the community while still providing a quality education program.

Symptoms Impacting Consideration for Exclusion from School.

Students and employees will be trained to recognize the following COVID-19 related symptoms:

- A fever of 100.4 F or greater
- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell
- Body aches
- Fatigue
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students and employees should be excluded from school if they test positive for COVID-19 or exhibit one or more of the symptoms of COVID-19 based on CDC Guidance that is not otherwise explained.

Return to School After Exclusion

Once a student or employee is excluded from the school environment, they may return if they satisfy the recommendations of the CDC. Currently those guidelines are:

- **Untested:** Persons who have not received a test proving or disproving the presence of COVID-19 but experience symptoms may return if the following three conditions are met:
 - They have not had a fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers; and
 - Other symptoms have improved (for example, when your cough or shortness of breath have improved); and
 - At least ten (10) calendar days have passed since your symptoms first appeared.

School-Based Screening Temperature Screening

School-Based Temperature Screening

- Entering the school bus children will have their temperature taken. If a child has a fever (without the use of medicine that reduces fevers); they will not be allowed to come to school.
- If a child is dropped off, they will have a temperature check before entering the building. If a child has a fever (without the use of medicine that reduces fevers); they will not be allowed to come to school.
- Staff will also have their temperatures taken upon entering the building. If a staff member has a temperature they will be sent home.

Medical Inquiries

Federal law typically limits the type of medical inquiries that can be made, but given the nature of the pandemic more leeway has been given to schools in these circumstances to make additional medical inquiries of staff and students than would otherwise be allowed.

- If a parent tells MTS that a student is ill, the MTS may ask the parent whether the student is exhibiting any symptoms of COVID-19.
- If an employee calls in sick or appears ill, MTS can inquire as to whether the employee is experiencing any COVID-19 symptoms.
- If a person is obviously ill, MTS may make additional inequities and may exclude the person from school property. Even without symptoms, if a student or employee has recently had contact with a person with a suspected or confirmed case of COVID-19, has someone in their home being tested for COVID-19, or has recently traveled from somewhere considered to be a "hot spot" by the CDC, MTS may exclude the student or employee from the school building and recommend that they self quarantine for 14 calendar days.

Wearing Masks and Other Personal Protective Equipment (PPE)

As per tribal ordinance all students and staff will be required to wear masks at all times.

- The school will have masks available.
- Additional accommodations may need to be made for students based on their individual health plan.
- Some students may be required to wear additional PPE (i.e. health-related, special conditions, etc.) when directed to do so by student health plans.
- Additional accommodations may need to be made for students based on their individual health plan.

Confirmed Case of COVID-19 on School Property

When there is confirmation that a person infected with COVID-19 was on school property, MTS will contact the local health department immediately. MTS will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified

in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, MTS will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as MTS becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Preventative Measures

The priority for preventing the spread of disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. All ill persons must stay home for a minimum of 72 hours before returning to school. MTS will review any attendance bonus or similar attendance reward programs and will be modifying or suspending such programs to avoid encouraging employees and students to come to school when they are sick.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

Social distancing can be accomplished in many different ways and it is up to the school to determine which strategies would work best in each unique situation. Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. The school will insist that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. MTS will incorporate key times into the school day when all persons should wash their hands. Reinforcing healthy habits regarding handwashing is expected. These key times will be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment. Water fountains will not be utilized in schools until further notice. Water will be accessible.

Every effort will be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration will be given to reducing student exposure to high-touch, shared resources at school.

Students will be provided a bin or some kind of storage to reduce shared resources. Students will be provided with a folder in which they will bring home their COVID days work.

Social Distancing at MTS

The following are measures that MTS will take to increase social distancing while still maintaining a level of face-to-face instruction. Changes will be made and communicated as they evolve and are implemented. This is an ever changing situation and MTS will communicate those changes with you as they happen on Facebook, school webpage and NASIS.

Educational Programming

- MTS will be offering both in-person and remote instruction based on student need and parent concerns on a rotating basis.
- Work provided during COVID days will be graded.

Course sizes, structure, and classrooms

- The same group of children will stay with the same staff as much as possible.
- Recess will alternate to minimize the number of students on the playground, encourage social distancing, and allow time to disinfect equipment between uses.
- Class sizes will be limited to 9 students.
- No field trips and assemblies.
- Move classes outdoors whenever possible.
- Eliminate or minimize whole staff gatherings/meetings.
- Limit or eliminate classroom visitors.
- During planned COVID days as per our school calendar. Children will be provided with work that must be completed as it will be part of the student's grade.
- Ensure adequate supplies to minimize sharing of high touch materials to the extent possible (art supplies, equipment, etc. assigned to a single child) or limit use of supplies and equipment by one group of children at a time and clean and disinfect between uses.
- Avoid or minimize the sharing of electronic devices, toys, books, art supplies, and other games or learning aids when possible.
- Minimize people coming and going from the building.

Nutrition Services

The cafeteria will no longer be used and meals will be served to the classrooms. Static groups will be maintained during meal times. Bagged or boxed meals with all necessary utensils, condiments, napkins, etc. included would be the preferred method. In addition, prior to any meal service, all children will utilize hand washing or sanitizing to ensure safe eating practices.

- Napkins and silverware (disposable if possible) are provided directly by staff, not for individuals to grab.
- Medically fragile students will be served separately from other students.
- Tape marks will be placed on the floor to promote social distancing while waiting in line.
- Food-sharing is prohibited
- Classroom party items must be commercially prepared and prepackaged.
- No eating on the bus unless medically necessary.

Controlling students congregating in one location

- Students may be assigned to use different entrances or create directional paths.
- Stagger drop-off and pick-up processes.
- Stagger times that classes are released.
- Students will be required to stay in an assigned section of the school yard or playground as opposed to mingling with other classes.
- Restroom breaks will be scheduled to avoid overcrowding.
- Tape marks will be placed on the floor to indicate appropriated social distancing in places where students line up.

Posoh! Welcome to the Menominee Tribal School. We are excited to have you as a staff member and part of our school family! This is our school, as a member of the Menominee community. Together, we will make learning a positive educational experience for all children attending the Menominee Tribal School. This staff handbook is intended to serve as a reference manual that helps you become familiar with the expectations, policies, and procedures of the Menominee Tribal School.

Vision Statement:

Menominee Tribal School students will possess high personal expectations, strive to achieve lifelong goals, embrace their responsibility to their Menominee Nation, their communities, and the world around them.

Mission Statement:

Our mission is to:

1. Teach respect for self, others and the environment
2. Promote growth mindset for academic and behavioral success
3. Develop thinking habits and skills necessary for the information age
4. Integrate Menominee language & culture
5. Form school, family, and community partnerships
6. Foster lifelong learners who positively impact their communities

The Menominee Tribal School Board Goals:

1. Build pipelines with other local partners to increase student enrollment
2. Develop a rigorous place based curriculum
3. Use cultural to build a pathway to student success
4. Reduce student and staff absenteeism (integrating the teaching of the Seven Grandfathers)
5. Expand Menominee Language opportunities for students and families
6. Improve student assessment scores to 70% proficient

Increased enrollment, retention, placement and graduation rates for post-secondary students

History of the School

The Menominee Tribal School is a tribally-controlled grant school through the Bureau of Indian Education. Owned by the Menominee Tribe, the school serves students who document $\frac{1}{4}$ blood quantum of federally recognized tribes in Kindergarten through the eighth grades. The Menominee Tribal School has full services for the students with disabilities through a Special Education Program that is monitored by the Bureau of Indian Education. The school was started in August of 1990. It was formerly St. Anthony's Catholic School. The school is proud to be culture-based and dedicated to the promotion of the Menominee Language and culture.

Relationship between Tribal and Federal Governments

The Menominee Tribal School receives its major funding from the federal government through the Bureau of Indian Education. This is a trust responsibility, which was established in treaties that were made with the Menominee people. The Bureau of Indian Education is under the Department of the Interior. The Menominee Tribe, not the federal government, employs employees of the school. Annual reports are sent to the BIE to demonstrate the progress of students. The BIE requires that the school is accredited by the North Central Association (NCA), follows the educational standards of the state of Wisconsin, and participates in the Wisconsin State Assessment System. The school also received funding from the state of Wisconsin through the Department of Instruction for Food, and the Language and Culture Programs. The school also seeks grants for additional opportunities for the students. The Menominee Tribe also provides funds and services to the school in terms of Human Resource, Accounting, Procurement, Community Development, Information Technology, Program Attorney, and Administration departments as well as a Chief Financial Officer.

Acknowledgement of MTS Procedures

Every staff member will be required to sign an Acknowledgement Form (Appendix A). This form documents that the staff member has received and reviewed the Staff Handbook, Parent/Student Handbook, and Emergency Procedures. In addition, the staff member has a copy of the Menominee Tribal Personnel Policies and Procedures Manual. A copy will be kept in the school library. The Administrator will always have the most recent edition in the main office. All staff members understand that it is their responsibility to read these documents and be responsible for the procedures set forth in them. If there are any questions in regard to the procedures, questions may be clarified by their supervisors, the Administrator, or personnel in the Human Resource Department.

Administration

The Menominee Tribal School has a 5 member Board of Education that is appointed for up to 3-year terms. Board Members must be an enrolled Menominee member, over 24 years old residing on the Menominee reservation with a minimum of a high school diploma or a Bachelor's Degree. The Board of Education is a policy-making entity that supervises the Administrator who enforces the policies of the school. The school actively engages in participatory management and has input from the staff through designated committees and unit teams. School Improvement is directed by the efforts of the school unit teams (K-2, 3-5, 6-8, Specials, Special Education, PBIS, Food/Transportation, Technology, Business, and Maintenance).

Attendance by Staff

All staff is expected to have regular attendance every day as designated in the current school calendar in order to maintain consistent school operations. Staff are not free to leave the building during a non-instructional period unless prior approval has been given by an immediate supervisor. *The School Board strongly encourages all staff to make their appointments during the 3 months that they are off of work.*

Personal Leave

Administration reserves the right to deny requests based on staffing needs.

Planned Absences: If the staff member knows ahead of time that an absence is happening, the immediate supervisor needs to be notified a week in advance.. Extended leave requests for more than 3 days that are non-illness related require a written request and may result in Leave Without Pay for any days exceeding the 3rd day. All employees are required to complete and submit a Leave Request Form to their supervisor for approval or denial.

Unplanned absences: If the absence is not planned, staff must notify and speak directly to the immediate supervisor, or designated personnel, between 7:00-9:00 p.m. the night before or between 5:00-6:00 a.m. the day of the absence to seek approval. A Leave request Form will need to be completed and submitted upon returning to work.

Illness-related absences of more than 3 days will also require a Doctor's Medical Excuse that is to be submitted with the leave request form.

Leaving Early: If an employee needs to leave during the course of the day or needs to leave early, supervisor permission is required and the employee will need to sign in and out of the building. A Leave request Form will need to be submitted. A record will be kept of the hours absent from work for all staff.

If an absence requires a substitute teacher to be scheduled, the teacher is responsible for the following:

- A lesson plan should be provided, which outlines the procedures and materials for classroom activities.
- Information as to where to locate requisite materials.
- A red "Sub Binder" should be on their desk in a visible area that includes pertinent student information such as roster, allergies/medications, seating chart, emergency phone contacts, daily schedule, class procedures, etc.

Absentee policies that are established in the Menominee Tribal Personnel Policies and Procedures will be followed. The Administrative Assistant will maintain an accounting of employee absences. Excessive absenteeism will affect an employee's evaluation and possibly employment, per the MITW Policies and Procedures.

Background Checks

A tribal, state, and federal background check will be performed on all persons paid or unpaid (volunteers) that perform work in the school. If a parent/guardian is a chaperone for a field trip or other school event, a background check will be performed. A list will be kept for review at the Bureau of Indian Education's Midwest Regional Office of Indian Education or the Menominee Tribal Human Resource Department as necessary.

Building Security

In order to maintain the safety and security of our students and staff the following guidelines need to be followed:

1. Maintenance staff will ensure that all outside doors are closed and locked at all times.

2. Due to the COVID-19 Pandemic. Visitors will not be allowed in the classrooms.

3. All students that leave early will be signed out in the office.
4. If you happen to see a visitor in the hall without a Visitor Pass you must inform the office as soon as possible.

Bus Passes

When a parent/guardian calls the school to allow a student to ride the bus to a different destination the office staff needs to gain the following information:

- Name of person that the student may be released to from the bus
- Fire number or House number of residence
- Street name

Staff are not permitted to take or make any bus changes after 2:00 PM daily.

The bus passes are delivered at least twenty minutes before the end of the day.

Bus Complaints

Parents, guardians, or students may make complaints or bring concerns forward about the transportation of their student(s). These concerns will be logged and addressed by the school administration. They will be discussed with the Director of Transit and may result in a disciplinary action or modification in the transportation program.

Calendar

Staff will work the days identified as staff days based on the school calendar. The work day or student contact day is from **7:30 A.M. to 3:30 P.M.** Monday through Friday unless otherwise noted in the school calendar. The work day hours may change when special event activities (Open House, Parent-Teacher Conferences, etc.) are scheduled by the Administrator or his/her designee. Attendance is mandatory for all special events unless the employee has been approved for leave.

Chain of Command

In case the Administrator of the Menominee Tribal School is not available, the following chain of command has been established to address issues that may occur during his/her absence. The Chain is as follows: the Administrator, the Special Education Coordinator, Dean of Students. Any deviations from this order will be announced to staff members. The Administrator will perform supervision of all contracted staff members except for the Special Education Department. Designated Coordinators as listed on the MTS Organizational Chart supervise other staff members. See flow chart on page 4.

Classroom Environment

The purpose of the classroom environment is to stimulate, inform, and motivate the student. It can be reflective of the people that work within it. Classrooms should be comfortable places for students and teachers to enhance education. Teachers at all levels should work at making the classroom neat and attractive (i.e. furniture arrangement, items put away or organized within the classroom and items identified that need to be fixed or repaired). The classroom needs to be kept clean; the teacher needs to make appropriate referrals to maintenance if it is not cleaned adequately.

Classroom Materials or Services

At the end of the school year, the teacher is given the opportunity to order the necessary materials for their classroom. At this time the teacher is given approved forms to estimate educational materials, office supplies, equipment, field trips, and staff development. These forms are reviewed for relevance to the area of teaching, and then the Administrator and the Business Manager will review in regard to available funds and relation to other budget requests.

If the need arises to purchase items during the year the staff member is to follow the following procedure:

1. fill out a purchase order requisition form,
2. attach it to the completed order form, and
3. submit it to the business manager for administrative approval.

A Purchase Order Requisition Form is required before an order can be placed or service started at MTS. Any staff member that places an order or starts a service without a Purchase Order will be subject to the Discipline Process as stipulated in the Menominee Tribal Personnel Policies and Procedures, and may be held liable for said product or services.

If the service is over \$500, the school will request a contract from the Program Attorney's office 30 days prior to the start of the service. If the service is \$2,000 or more the school is required to obtain written quotes from a minimum of two vendors. The lower bid will be accepted if bids describe the same service.

When planning a project that costs \$2,000 or more, OR will take longer than one week to complete, a planning meeting will have to be scheduled between the Program Coordinator, Business Manager, and the Administrator to complete a plan project from start to finish. It is recommended that this meeting take place at least two months prior to the anticipated start date of the project.

The School Board and the Bureau of Indian Education reviews the budget for the school.

Coaching

Staff members will be allowed to apply for one (1) sport to coach during the school year to give all interested staff members coaching opportunities. If no other staff member who has not already been selected to coach a sport applies for a coaching position, staff already coaching a sport during the current school year may apply for additional coaching positions. If no MTS staff member is interested in coaching a particular sport, then qualified members of the general public may apply. Interested coaches should fill out a coaching application and submit it to the Menominee Indian Tribe of Wisconsin Human Resource Department.

Communication

Communication is a responsibility of every staff member. The following includes communication types that will be utilized:

- **Daily Attendance:** Every teacher will log in his or her attendance by 8:30 AM in NASIS
- **Daily Newsletter:** By 9:00 AM the Technology department will release the daily newsletter. Information about daily activities and student attendance will be included and is available to all staff members on outlook. If you need to make any announcements, they need to get to the technology department by 8 AM or preferably the night before the publication is released.
- **Morning Announcements:** Daily morning announcements will be read orally at approximately 8:05 and will be transmitted school wide via the PA system.
- **Unit Team Meetings** will be held weekly to inform staff about School Improvement discussions. Minutes will be distributed to keep Team Members up to date.
- **Staff meetings** will be held twice a month. All staff are required to attend. Topics will be discussed that affect the entire staff.
- **School Leadership Team Meetings** will be held on the opposite weeks to bring issues forward, plan activities, and coordinate initiatives as needed.
- **Committees** will be held for specific purposes and meet as needed. Being a TEAM MEMBER is a participatory responsibility to facilitate positive change at MTS. If a staff member is not clear about any issue, they need to ask for clarification.

Together we can make a difference. For communication purposes, all meeting notes should be submitted to the Technology Department to post in the Daily News as well as to the Administrator and Administrative Assistant.

Community Service

Teachers and all staff members are required to participate in 4 events during the school year. This will be considered community service within the Menominee Tribal School and fulfill the contractual obligation. Participants may work in the kitchen, direct activities, assist with fundraising, or provide assistance with special events after school such as family nights and sporting events. Documentation will be kept on each employee and reported to the Administrator or Administrative Assistant.

Complaints - Internal

When at all possible, staff should try to resolve the concern with the involved individual(s); however it is understood that administration/supervisor support may be required. If a staff member would like to make a complaint, he/she may do so by adhering to the following procedure:

- Address the matter with the direct supervisor first.
- If there is no resolution, the next step will be to make a complaint in writing with a signature to the person above the supervisor or colleague in the Chain of

Command of employee's supervisor, and any correspondence shall be copied to all supervisors involved (see MTS Organizational Chart).

- The document is reviewed and investigated by the next supervisor in line (example: a complaint of the Administrator would go to the School Board; a complaint on a paraprofessional would go to the Special Education Coordinator; a complaint about a teacher would go to the Administrator) and a decision would be made within 2 weeks.
- It is highly suggested that employees work toward a mutual resolution, which may include an apology or mediation between personnel or if necessary a disciplinary action as described in the Menominee Tribal Personnel Policies and Procedures. It is noteworthy that the disciplinary action is confidential between the Administrator/School Board and the employee.
- If the employee is not satisfied with the resolution, he/she may grieve the decision as designated in the Menominee Tribal Personnel Policies and Procedures. (Constructive Dispute Resolution, Addendum).

Concerns – External

The parent has the right to make a formal Complaint as indicated in the Parent-Student Handbook. This Complaint is written and signed by the community member. It is investigated and a resolution is suggested. A concern may be informally brought forward verbally to the Administrator by a parent, guardian, or community member. The Administrator is to keep a record of all concerns brought forward in this matter and tries to come to a satisfactory resolution to remedy a problem before it becomes a formal complaint. The record of such concerns may be used for school improvement initiatives.

Confidentiality

Each staff member of the Menominee Tribal School will sign a confidentiality statement that acknowledges that he/she recognizes that some of the information the staff has access to may be highly sensitive personal information about families in the Menominee community. In respect to community members, the staff members of the Menominee Tribal School agree not to intentionally engage in sharing any information about families or other staff members that may be hurtful or harmful to their wellbeing. The Confidentiality Agreement form (Appendix F) will be kept in the school personnel file and will be renewed every year. A break in confidentiality will be considered negligence in performing work duties (negative job performance) and may lead to termination.

Contracted Personnel Pay Scale

The School Board reviews the Contracted Personnel Pay Scale every year. Changes in the Pay Scale are negotiated with the Teacher Contract Negotiation Team.

Menominee Tribal School Compensation Point Summary
 School Year 20__ - 20 __

Staff Name: _____ Date: _____

12 points = Good Standing (earn step increase) Due by April 15th (Turn into Tammy K. Lyons)

Options	Points Possible	Points Earned	Verification Signature(s)/Date
Committee Name	2 Points		
Committee Name	2 Points		
School Event Name	2 Points		
School Event Name	2 Points		
School Event Name	2 Points		
School Event Name	2 Points		
Additional Comments	2 Points		
Additional Comments	2 Points		

18 points = \$500.00 Year end Stipend

Due Last day of school (Turn into Tammy K. Lyons)

Options	Points Possible	Points Earned	Verification Signature(s)/Date
Kindergarten Dance	2 points		
8th Grade Graduation	2 points		
Lock In	5 points		
Teen Dance	2 points		
Trees for Tomorrow	5 points		
Haunted Hayride	5 points		
Teen Summit	5 points		
1 day workshop (6 hours non-contracted time)	6 points		

Menominee Tribal School Compensation Point Summary
 School Year 20__ - 20__

Tutor student (30 min. session) Time needs to be documented (non contract time)	1 point		
Inservice Presenter (contracted time)	2 points/hour		
Teacher Mentoring	10 points		
Supervising Student Teacher	10 points		
IEP meetings during prep time or after hours	1 point/hour		
Covering a class during prep time (max 15 classes)	1 point/class		
Sporting Events Volunteer	2 points/event		
Attendance to Extracurricular Events (max 2)	1 point/event		
Grant Writing	10 points		
Presentation to School Board meeting	2 points		
Display student work in the community	2 points		
Concession Stand	2 points		
Observing Teacher during prep time	2 points		

Menominee Tribal School Compensation Point Summary
 School Year 20__ - 20__

Organize an event Points will vary based on time invested			
Bulletin Board	1 point/board		
Attendance (no sick/personal days)	15 points - entire yr 8 points - semester 4 points - quarter		
8th grade helper	5 points		
Additional Duties assigned by Administration			
Prior approved Activity			

Copying

Copies are made for school purposes and the school reserves the right to limit copies or deny copies.

Dress Code

Education is a profession and all staff members are role models, therefore, it is expected that all teachers, paraprofessionals, and student services staff (administration, office staff, and counselors) will avail themselves of the opportunity of impressing those about them with their professional status by their work, their behavior and their dress. The Administrator will give a friendly reminder if they feel that the staff member's attire including footwear is inappropriate (cut-offs, tank tops, t-shirts, sweat pants, faded jeans, flip-flops, etc.) If the staff member continues to wear inappropriate apparel in the school setting, it could lead to a Step One in the Remediation Process. Educational and student services staff may wear blue jeans on Friday or the last staff/student contact day of the week. Exempt departments: IT, Maintenance, and Food Service.

Education of Teachers and other Staff Members

The Menominee Tribal School encourages the educational advancement of all staff members. The Menominee Community will benefit as more people experience academic achievement. There are several opportunities for teachers and staff to have their education paid for and MTS is dedicated in identifying additional resources for all employees.

If a teacher or staff member desires to seek higher education opportunities, the following procedure must be adhered to:

1. If the teacher or staff member needs time off from their contracted or employment obligations a request must be made in writing to their supervisor before they register for their class.
2. If the Menominee Tribal School has made the obligation to pay for the tuition charges, a request for tuition must be made before the start of the class. **After-the-fact expenses cannot be reimbursed.** Preferential consideration will be given to those classes that directly relate to assigned contracted teaching position
3. A payment for a higher education opportunity will be for tuition only, not to exceed \$1,000 per year, unless mandated by Administration per job requirements. Staff requests for tuition reimbursement will be made on a case-by-case determination, and will be based on the availability of funds.
4. Grades must be submitted to the Administrator to demonstrate successful (B or above) completion of the coursework to continue an allocation from the Menominee Tribal School. Staff receiving below a "B" grade in a class will be responsible for reimbursing Menominee Tribal School the cost of tuition.
5. All paperwork in regard to higher education will be kept in the Unofficial Personnel file kept at the school site.
6. Reimbursement for Tuition will be covered under this specific topic.
7. Tuition Reimbursement: Any staff member may apply for college credit tuition reimbursement from the Menominee Tribal School in writing. First the employee needs to attempt to secure tuition through scholarship opportunities or other funding sources. Tuition reimbursement will be reviewed on an individual basis based on the benefit it will bring to the school. Tuition reimbursement for Contracted Staff is outlined in the current Teacher Contract reads as follows:
"Educationally-based graduate credits in the following fields are eligible for tuition assistance: school administration, counseling, library science, computer technology, curriculum/instruction, core subject areas, special education, art education, physical education, and cultural studies per availability of funds. In order to facilitate this progression and encourage teachers to do so, MTS will share the cost of these credits with the Teacher; provided that Teacher satisfactorily completes these courses with a "B" grade or better.

Emergencies – Safety Manual & Emergency Routes

Every room in the school will post a map that shows emergency exits for that particular room.

Every room in the school will have Emergency Procedures posted, for all staff to follow in case of an emergency situation. This Safety Manual has been developed and reviewed by the law enforcement agencies that are accessible on the Menominee Reservation. These include Menominee Tribal Police, Federal Bureau of Investigation, Menominee County Sheriff's Department, and the Menominee County Human Services Department. Procedures have been developed to address a variety of issues. The manual will be reviewed; however, it is the staff member's responsibility to be familiar with the required procedures that are available in this document.

Evaluation

Hourly personnel will continue to follow the evaluation form that is established by the Menominee Human Resource Department.

Teacher Evaluations:

- a) All teachers will be evaluated, minimally, once per year. Evaluations may include formal or informal methods. The evaluation will consider how the teacher is meeting behavioral, instructional expectations and teacher quality standards. Continuous monitoring and feedback will occur through the school year. Expectations will include the following:
 1. Attendance
 2. Lesson Plans
 3. Committee and Community Service
 4. Classroom Environment
 5. Communication with Parents
 6. Professional Development Activities

During the beginning of the school year in-service, each Teacher will receive a copy of any evaluation form(s) the Administrator intends to use for evaluation purposes. Information from teacher evaluations will be shared with the MTS Board of Education as requested. All evaluations will be forwarded to the MITW Human Resource Department.

- b) If the performance of a Teacher is unsatisfactory according to his/her evaluation, the MTS Administrator will adhere to the remediation plan in the MTS Staff Handbook.

Field Trips **(due to COVID-19 Pandemic all field trips are cancelled for the 20-21 SY)**

The purpose of field trips is to expose students to different experiences that may not be available in the classroom to enhance their learning. A Field Trip must have a clear educational value indicated on this request form. The following procedure will be followed by all staff for field trip approval:

1. Field Trip Request Form: A Field trip request form must be fully completed by requesting staff and submitted to the school secretary a minimum of 15 working days prior to the date of trip. The school secretary will stamp the date the request was received.
2. Approval. If approved by Administration, copies will be given to the Administrator, business manager, transportation, and kitchen staff, and other departments deemed necessary for the specific field trip.
3. Parent Notice: Planning staff will provide information to parents/guardians regarding all field trips. Student exclusion from the trip is made by the classroom teacher and the building administrator/s. Teachers must notify the parent of the student being excluded

from the field trip. Administration must be notified at least two (2) days before the trip as to the arrangement for excluded students.

- A. Walking field trips** need only approval by the building principal and/or designee
- B. School Board approval** is needed for all overnight trips, trips over 300 miles, and trips that cost more than \$50.00 per student.
- C. Chaperones** and all parents/guardians attending a field trip must pass a background check completed by the MITW Human Resources Department. Staff members, and Parent/ Guardians will be prohibited from bringing additional family members on field trips.
- D. Staff Supervision:** Teachers or other staff shall accompany students on all field trips and shall assume responsibility for their proper conduct. There must be a minimum of one adult chaperone for each group of 10 students or as appropriate. Teachers must notify the office and turn in Classroom Roster when leaving the building. Students participating in field trips are expected to follow established rules of student conduct.
- E. One-day field trip** staff chaperones shall receive the regular eight (8) work day hours on their time card; however, anytime spent chaperoning beyond eight (8) hours will be considered one (1) volunteer event.
- F. Overnight field trip** staff chaperones shall receive compensation in the amount of \$100 per night.

Food Handling

Foods that are made for student lunches need to be preplanned and documented daily on production sheets, and meet the standards of the Department of Public Instruction Food Program. The supervisor and cooks will closely monitor the handling of food in the kitchen. No staff member may remove food from the building.

Food Service Requests

Food Service Request Form: All requests for food for a special event, classroom project, or classroom party need to have a fully completed Food Service Request form (Appendix O) filled out and submitted a minimum of fifteen (15) working days prior to the event. The purpose of this form is to order food in a timely manner and charge to appropriate funding sources. This includes all food requests (popcorn, plates, cups, pickles, meals, etc.).

Fund Raising

Fundraising Form: Classrooms, teachers, or staff may conduct fund raising activities that are in compliance with the school's Wellness Policy and/or that are approved by administration. The purpose of the event needs to be clearly indicated in the advertising. A Fundraising Form needs to be fully completed and submitted to the office secretary a minimum of ten (10) working days before the event and be approved by the Administrator. Soliciting funds from businesses outside of the reservation need to be approved by the Tribal Chairman of the Menominee Tribe. Fundraising events that require a student to miss any of his/her classes need to have an anticipated absence

form completed and signed by the student, parent, and teacher. All work should be complete prior to the fundraising event.

Grading Students / Retention

Parents and students need to be made aware of the school grading process. Midway through each quarter, a progress report will be sent home to parents. If the student demonstrates problems, the teacher is expected to make, or document that he/she attempted to make a contact with the parent and has requested assistance from the Student Support Team. Teachers will fill out their report cards in a timely manner as posted in the School Office in order to determine Honor Rolls, complete mailings to parents, and inform students. Teachers are expected to post their grades weekly into the NASIS Grading program. Teachers are to contact parents if a student's grades decline. Arrangements need to be made ahead with the special education teacher to determine who is responsible for giving a grade for any given student. All staff members are expected to have high expectations of Tribal School students.

If the teacher believes that a student is not making adequate progress:

- the teacher will notify the parent and administration at least by the end of the second quarter in order to initiate interventions with the student. Student plans developed from SST and/or SIT Meetings will be reviewed with school staff and parents.
- Parents will be notified in writing of the potential for a student to be retained at the end of the third quarter.
- If needed, a final SIT meeting will be held to determine whether the student will be promoted.
- When the student meets the criteria for being advanced to the next grade level the teacher will make the recommendation on the last report card.

Homework

Teachers are **required** to give Homework assignments at all grade levels (K-8) that are developmentally appropriate for the student. MTS is teaching students how to successfully complete their assignments as well as increasing their academic time on task. Homework assignments may also involve observation, data collection, or parental involvement. Homework is an effective instructional tool to let the parent be aware of what is happening at school, in addition to helping the student gain a better grasp of an academic theme. Students also need to learn how to be responsible for bringing their work back to the teacher, so as to have a better transition into the high school setting.

Injury on the Job

Incident Report Form: Teachers of the Menominee Tribal School are fully covered under Workers Compensation Insurance. To ensure that you have a proper claim, an Incident Report needs to be filled out with the school Administrator within 24 hours of the incident. Failure to do so could result in a denial of benefits. The Safety Committee of the school reviews incidents that occur in the building and if a staff member feels there is an unsafe condition, it needs to be reported to the school Administrator. Every effort will be made to keep the school a safe environment.

In-School Event Request

In-school Event Form: (Appendix S) The request form needs to be filled out when a teacher/staff member is holding an event. Examples of in-school events include parent nights, graduation ceremonies, guest speakers, etc. The event will be recorded with the school secretary to register on the monthly school calendar. It also coordinates the efforts of several departments to make the event run smoothly. The form needs to be filled out and submitted a minimum of ten **(10) working days before the event**. The School Secretary will be responsible to stamp "RECEIVED (date)" on each form and give to all departments involved. All areas of the form must be filled out or it will be returned.

Lesson Plans

All teachers will prepare daily/weekly lesson plans and must be submitted to the Administrator electronically. Providing lesson plans and daily classroom preparation is the professional responsibility of each teacher. Lesson plans are due Friday afternoon and need to be given to the Administrator or Administrative Assistant. If given administrator approval, a lesson plan may be submitted no later than 7:30 Monday morning. Lesson plans will be reviewed and used for observations. Lesson plan template will be provided by administrator and must include:

- Learning standards addressed
- Lesson objective
- Materials
- Procedure and accommodations
- Assessment
- Homework
- Menominee language/culture integration
- On-line component

Suggestions for improvement or available resources may be made. All activities are to be indicated on the weekly Lesson Plan, including incentive parties, movies with guides, and field trips.

Remote Learning Days - Expectations for Staff/Students

- 1. Each teacher will be responsible for filling out and organizing the remote learning days templates. One template is for staff to plan and one template is for students to be organized during remote learning days.**
- 2. Teachers will be responsible for organizing in the provided folder everything that the child will need during their remote learning practice days.**
- 3. For K-5 the areas will include Science/Social Studies (coming from CKLA curriculum), reading practice, Math practice, and health. Middle school will have the same template but they will google share it and each teacher will fill it out before giving it to the students. Middle school will have the same folder and same student template.**

4. Teachers are responsible for grading and making sure the work is returned. If the student is not returning assignments and the teacher has reached out to parents (twice) then families will be referred to the Dean of Students.
5. Teachers should be doing lesson plans, planning for the next remote learning days, making appointments during this time so they do not need to make appointments during the face to face time with the students.
6. Homeroom teachers will communicate at least one time during the remote learning days.

Library Use

All teachers are expected to learn the Library System. Library staff will be available to the teachers to help them learn how to access the Information Media Center from their classrooms. Staff will be providing opportunities for the teacher to learn how to use the Library system. This person is also available to help the teacher enhance their lessons through the library.

Lunch Count

The School Secretary or substitute will take a lunch count every morning by 9:00 AM. This count will be taken from the NASIS attendance program. All teachers are expected to have their attendance recorded in the NASIS system by 8:30 AM.

Mandated Reporting

It is the responsibility of all personnel to report if there is a suspicion regarding the safety or welfare of a child. The report is made directly to the Menominee County Human Services (MCHS) at 799-3861. Shawano County Human Services Info for students who live in Middle Village 715-526-4700. Because you are a mandated reporter you must make this call yourself. Be prepared to:

- state the child's name,
- parent's name,
- address,
- phone number,
- if other children are present in the home,
- and the details of the situation (where, what, why, and when), and a statement that made you suspicious of abuse occurring in the home. The social worker may ask you if you feel that the child is in imminent danger.

All staff members are mandated reporters of suspected child abuse, and may be held liable if they do not report any suspicions. All staff members are required to attend a meeting reviewing child abuse reporting yearly.

All reports made to MCHS must be reported to the school administrator. The administrator may also need to fill out a SCAN (Suspected Child Abuse or Neglect) form for submission to the Bureau of Indian Education, as well.

Mail – Incoming and Outgoing

Designated staff will take the mail to the Neopit Post Office. Once a day at 2pm. All incoming mail must be put in mailboxes daily. Only office personnel will be trained to

use the postage machine. Interoffice mail from the Menominee Tribal Offices will be picked up and delivered by office personnel a minimum of once a day.

Maintenance Repair or Cleaning Requests

Maintenance Repair/Cleaning Request: If a staff member identifies a need in the building for a repair, he or she may fill out a Maintenance Repair/Cleaning Request (Appendix U). This form is then put into the Maintenance Supervisor's mailbox. The supervisor distributes the request to appropriate personnel. If you are not satisfied with the repair, the cleaning, or the manner in which the job was done, you are encouraged to write your concerns to the Maintenance Supervisor. The goal is to provide you with service in a timely efficient manner. The Maintenance Department would appreciate it if you would notify them ASAP about any spill in a room, so that they can address it immediately to maintain a high level of hygiene.

Medication Administration

All student medications are to be stored in the isolation room. When medication is administered to students the following procedure must be followed:

1. All students receiving over-the-counter or prescribed medication must have a Medication Disbursement Form filled out and signed by a Physician and/or Parent/Guardian annually.
2. Every disbursement of medication is logged on the student's file. A copy will be kept in the student file.
3. Only trained office staff may disburse over-the-counter or prescribed medication to students.

Students with Diabetes will have his/her blood taken, sugar level checked, and insulin shot as prescribed by a doctor. A log must be kept for every time a student with diabetes comes to the office, checks his/her blood, and gives him/herself a shot. A medication box specifically for diabetic students is kept in the office. The box will contain emergency procedures, extra supplies, and contacts for the students. The staff will be introduced to a student with diabetes in order that any staff member can give appropriate service to this student in case of an emergency.

Meetings

- Staff Meetings will be held minimally twice a month. All staff are required to attend. Topics will be discussed that affect the entire staff.
- Unit Team Meetings and School Leadership Team Meetings will be held every other week or as necessary. Team members are required to attend. As a part of the Response to Intervention process, Teachers and support staff will participate in Student Support Team (SST) meetings to review student issues, to make suggestions, and be supportive of classroom teachers as they work to address student needs. This may be used for concerns about student behavior, achievement, or personal issues. Any teacher may be asked to sit on this team to offer their support and suggestions.
- Committee Meetings are held throughout the school year as necessary and attendance by members is greatly appreciated to review pertinent issues. School administrators will meet weekly.

Menominee Language, Culture, and History Training for Staff

All staff agree to participate in all instruction or activities provided by the Menominee Language Teaching Staff. These trainings may include using the Menominee Language in daily or classroom conversation, cultural activities, or historical information on Menominee history. These trainings may take place at staff in-services, staff meetings, or other activities provided by the Menominee Language staff here at MTS, from the Language and Culture Commission, or the College of Menominee Nation.

Mileage Reimbursement

All employees are required to provide proof of vehicle insurance to be kept on file in the office. Mileage due to performing work duties may be reimbursed to any employee only with prior approval from the Administrator. The school maintains tribal vehicles that may be used for Tribal business. It is highly encouraged that these vehicles are used when performing duties for the school. Mileage reports need to be turned in to the Business Manager at the end of each month.

Parties, Movies and Food in the Classroom

Class/instructional time loss due to parties should be held to a minimum and only for special occasions. If teachers intend to show a movie in the classroom, the event needs to be recorded in the Weekly Lesson plan and must have educational value. The purpose of showing the movie must be directly related to the Lesson Objective. The movie needs to be clearly indicated on the Lesson Plan and a guide or set of questions must be used to emphasize the purpose of the movie as it relates to the objective of the Lesson. Movies may be used as an incentive, but the Administrator must approve all movies, unless the movie is from the school Instructional Media Center (IMC).

If food/snacks are to be served or made in the classroom by the teacher, approval needs to be secured by the Administrator. Teachers need to be aware of food allergies and emphasize healthy snacks and drinks whenever possible that meet the school's wellness policy criteria. If additional food service is needed from the kitchen, those arrangements must be made with the kitchen two weeks prior to the event to allow enough time to order goods. A Food Request Form needs to be filled out fifteen (15) days ahead of the event in order to charge costs to appropriate sources. Teachers are encouraged to use the assistance of parents whenever possible. The School Office needs to be aware of any parties in the classroom in case that parent should call or desire to leave items at the office for a student. **Due to the COVID-19 Pandemic, All snacks provided by parent(s)/guardian should be provided in individually wrapped packages.** It is appreciated if the teacher would encourage healthy treats.

Parent-Teacher Conference Expectations

All teachers are mandated to be present for Parent-Teacher Conferences.

Parent-Teacher Conferences are held formally twice during the school year. The Teacher will make every effort to make contact by alternative method if the parents cannot be in attendance during the times indicated on the school calendar. Parents or teachers can initiate additional meetings. Conferences that are well planned can be a great source of help to both you and the students in your room. A few remarks or

comments on a report card are limited in communicating to the parent the message, which you had in mind. In a fifteen-minute conference, it is very easy to exchange several thousand words, which can be very meaningful to you, the parent and the students. Each teacher should prepare him or herself to ensure that the conference is a successful experience. Additional assistance may be requested for challenging cases as necessary.

Positive Behavior Interventions and Supports (PBIS)

Positive Behavior Interventions and Supports is a proactive approach to teaching and supporting positive behaviors and meeting the needs of ALL students. The school-wide approach to discipline focuses on building a safe and positive environment in which all students can learn. PBIS expectations at Menominee Tribal School are:

- Be Respectful
- Be Responsible
- Be Safe

This approach focuses on acknowledging students for consistent positive behavior. There are expectations posted in all settings for all students, parents, and staff. Direct instruction of expected behaviors will occur throughout the school year. Students and classrooms are rewarded with PAW (Positive Attitude Weskewat!) awards for expected behaviors. Problem behavior will be responded to with consistent consequences that are focused on re-teaching the expected behaviors.

Professional Growth/Development Plan

All staff are required to submit an annual Professional Development Plan to their immediate supervisor on a yearly basis. The annual Professional Development Plan is to include professional growth activities, an action plan and timelines. The Professional Development Plan is **NOT** part of the performance appraisal system, but it is your plan for educational and professional growth. This plan is a process that begins with reflecting on one's own professional growth, setting professional goals, setting an action plan that includes objectives to achieve your goal with timelines, conferencing with your immediate supervisor, keeping track quarterly with the progress made, and reflecting on your plan. The school library offers resources for professional development on Native American Culture.

Pupil Services

Services available to students include counseling, tutoring, educational assessment, first aid to injuries, and referrals to appropriate agencies for other concerns that a student may exhibit.

The Menominee Tribal School operates within the least restrictive environment model regarding students with disabilities. Students with a disability are included in the regular classroom to the maximum extent possible based on their individual educational plan. IEPs are monitored by the teachers in special education with the collaboration with the regular education teacher.

The Special Education Coordinator will be available for consultation in all curricular areas to help teachers understand the specific needs of individuals, different learning

styles, and modifications in curricular materials in order to provide successful experiences for students with disabilities.

As a part of the Response to Intervention process, meetings will be held as necessary to discuss students and plan appropriate interventions to meet their needs. This includes students who are demonstrating academic, behavioral, attendance, or emotional concerns.

Reimbursement of Expenses

All employees must plan for advanced expenses for their classrooms. The Menominee Tribal School is not liable for expenditures made for materials without prior approval. No reimbursements shall be made.

Remediation Plan for Teachers

If a teacher does not receive a satisfactory evaluation; the point of dissatisfaction may be placed in a Disciplinary Action category according to the MITW Personnel Policies and Procedures manual. Remediation is given in the spirit of improvement for the benefit of the children that MTS serves. If the performance is unsatisfactory, the Administrator will adhere to the following procedure:

- i) Step One: Event or issue is placed in the general category for Discipline Actions as described in the MITW Personnel Policies and Procedures manual.
 - (1) A Professional Improvement Plan will be developed that identifies the area(s) of concern, activities to improve the area of concern, persons responsible, type of evaluation to be used, and timeline for assessments. All parties involved in the Remediation will sign this form. If progress toward goals is satisfactory, Step One will stay in effect for one full calendar year, and the teacher will be monitored.
- ii) Step Two: The Professional Improvement Plan may be revised if progress is not satisfactory with the teacher. The teacher will be notified that if satisfactory progress is not attained, employment may be terminated or the teacher contract not renewed at the end of the school year.
- iii) Step Three: Unsatisfactory progress is documented for a third time without significant progress. Termination may occur at this point or a non-renewal of the individual's contract at the end of the school year.

The Teacher has a right to appeal the decision of the Administrator after Step One, Two, or Three has been issued to them in writing. The Constructive Dispute Process will be followed. This process can be found in the MITW Personnel Policies and Procedures manual.

A copy of the remediation plan will be forwarded to the MITW Human Resource employee personnel file.

Response to Intervention (RTI)

Menominee Tribal School has implemented a general education student intervention program called Response to Intervention or RTI. RTI provides academic, behavior and/or social intervention support within the general education setting to students that have been identified as at-risk of achieving and/or maintaining grade level expectations. Identifying those students that may be in need of Rtl supports may come from the following areas of concern: academic grades; school wide assessments such as the DIBELS Reading Assessment, WI State Assessment, STAR; behavioral referrals; attendance/truancy issues; as well as other parent and/or teacher concerns.

RTI is a process that works on a 4-tiered integrated system.

- Tier 1 includes all school-wide programs that are provided to all students. Examples include the general curriculum, instruction and assessments. Students that are demonstrating difficulty or that are not making adequate progress may be referred for additional supports from Tier 2. Student Support Team (SST) Meetings may be scheduled (see below).
- Tier 2 provides a student plan that includes additional academic, behavioral or social intervention support. Interventions may include additional instructional time or small group instruction. Student progress is routinely and closely monitored. SST Meetings continue and if needed, a request for a Student Intervention Team (SIT) Meeting may be requested (see below).
- Tier 3 provides a student plan that includes additional highly individualized and intensive interventions and supports for those students who are not making adequate progress from Tier 2 interventions. Interventions at this level include more intensive, individualized instruction as well as continuous monitoring of student progress. Student Intervention Team (SIT) Meetings are scheduled and continue as needed.
- Tier 4 is for students who are not making adequate Tier 3 progress and includes a referral for a special education evaluation.

Included in the Rtl process are two (2) types of student intervention meetings among school personnel, administration and parents. MTS considers parents as vital members of all student intervention meetings and are highly encouraged to attend and participate.

Student Support Team (SST) Meeting: SST Meetings are scheduled in collaboration with the referring teacher and unit leader when there is a student academic, behavior or social concern. Invited staff include those that would be considered relevant to the student/issue. SST Meeting participants, which also may include the family and/or student, discuss area(s) of concern and develop a plan of interventions. Members monitor student progress and determine if continuing supports or interventions are needed. Parents/guardians that have student concerns should contact their child's teacher to request a SST Meeting.

Student Intervention Team (SIT) Meeting: SIT Meetings are scheduled by a designated administrator or other staff member when SST Meeting participants determine that student progress remains a concern. SIT Meeting participants work collaboratively to develop a more intensive individualized student intervention plan. Student progress continues to be closely monitored. Ongoing meetings are scheduled as needed, or until team members determine that further evaluations or testing is required.

Safekeeping of Valuables

The Menominee Tribal School is not responsible for any articles of value, which are brought to school by students or staff. Teachers should not accept responsibility for articles of value, which students habitually bring to school. **Due to COVID-19 pandemic, student lockers will not be used, each student will be provided a plastic storage bin to be utilized in the classrooms.** In the event that the student, either inadvertently or because of some unusual circumstance, has in his/her possession an article, which he/she feels, is too valuable to be kept in these lockers, the student will be referred to the school office as a depository for the temporary safekeeping of such articles. If teachers accept valuable articles for safekeeping, they must individually accept the responsibility for those articles if a loss should occur. Teachers need to think in the same terms that personal items of value should not be brought to the school setting. Teachers may also ask if their item of value will be brought to the office for safekeeping. The school maintains no liability for such items.

Teachers are not to keep any fundraising money in their possession overnight, however, if circumstances leave no alternative, all monies are to be turned in to the school business office by the next business day. All funds must be turned in to the school office for proper accounting and safekeeping.

Keys checked out or duplicated for the staff members are not to be given to students. Teachers are responsible for the safekeeping of their keys.

Safety Concerns

All MTS personnel are responsible to bring safety concerns forward by means of filling out a Safety Concerns form (Appendix AA). This may reflect a seasonal problem such as ice in the parking lot, or identifying a potential dangerous situation such as a sharp edge being exposed in the hallway. Appropriate departments will be notified to remedy any given situation. The Safety Committee will also review concerns to address issues.

School Assemblies

Homeroom teachers must sit with and supervise their **students during school-wide assemblies and events**. If the homeroom teacher is involved in the assembly program, a designated supervisor is listed in the Staff Support for School-wide Programs document. Teachers must review the behavior expectations and seating chart before an assembly to prepare students for the program. In addition to teachers, everyone is expected to assume responsibility as a staff member and assist in supervising students. Effective interventions will help make the assembly meaningful for all. Uncooperative students should be removed from the assembly and/or referred to the Dean of Students.

All teachers are expected to be seated among the students for better supervision. Supervision is more effective when teachers are distributed throughout the student body. Staff helpers have been assigned to each homeroom to sit and help with supervision. Together we can create a positive assembly environment.

In the event of a grade-level or unit assembly, specials teachers who are scheduled to teach a specific grade will be assigned to supervise said class during the assembly for the scheduled class time in order that the homeroom teacher may have his/her prep period.

Snow Days

Due to COVID-19 pandemic, snow days will become Remote Learning Days (refer to page 24 & 25). Teachers will follow all Remote Learning Days expectations for students and staff.

Solicitors

Representatives of private businesses and organizations are not allowed to solicit funds, sell products or services within the buildings without prior approval from Administration.

Staff Assistance

In the event that a special situation presents itself, please feel free to discuss it with the Administrator for any special consideration. MITW offers an Employee Assistance Program (EAP) and services are available through the Human Resource Department.

Staff Professional Development Travel and Training Requests

Since professional development is designed in part to benefit the entire school system or a major part thereof, one factor to be weighted in considering requests will be the extent to which the "role of the person" enables him/her to have routine communications and contact with others on the faculty and staff.

The current curriculum and instructional goals or emphasis and/or concerns of the School Improvement Plan in addition to availability of funds will influence the requests approved.

The considerations for approval may include the following:

- Need and value of the meeting to the Menominee Tribal School
- Demonstrated interest
- Current assignment on specific committees or projects
- Availability of adequate substitutes
- Location of the meeting
- Budget limitations

Requests for Attendance to Trainings, Workshops, or Conferences

1. Staff members will need to fill out a Travel Request Form (Appendix AA) with estimated costs including registration, estimated travel expenses and per diem and submit the form to immediate supervisor for approval or denial.
2. School personnel may be asked by his/her supervisor to attend a special conference, workshop or convention, which because of an identifiable need, his/her specific interest or work on a particular committee or project undertaken in the school system and would benefit the schools from such attendance. Expenses for such attendance are to be paid according to existing policies.

The Administrator recognizes the need to limit the amount of time individuals can be away from their roles in the organization. These limits will be determined by the administration.

Travel Request Forms

1. The Travel Request Form needs to be submitted to the Administrative Assistant in a timely manner in order to obtain school board approval. **After the trip, the employee submits lodging receipts, actual mileage, and actual parking lot, toll expenses, or taxi/shuttle/uber receipts.** The employee will be responsible for any additional charges that are not pre approved. If travel is not reconciled then further travel by that individual is prohibited.
 - a. Transportation – Transportation shall be by the most practical means. When two or more persons are planning to travel by automobile to the same conference or meeting, it is expected that they will make arrangements to ride together whenever possible. Specifically, transportation is provided as follows:
 - (1) Travel by automobile (as per current federal rate), airplane or other means of travel, whichever is the least expensive. Consideration should be given to lost time away from the job with the slower means of transportation.
 - (2) Air travel is limited to coach travel, unless not available.
 - (3) Airport limousine and taxi fare are permitted as part of the travel expense.
 - (4) Receipts must be submitted for all commercial transportation expenses to be paid by the Tribe.
 - (5) A receipt is necessary for actual parking lot and toll expenses.
 - b. Lodging – Lodging is to be secured in hotels or motels that are moderate in price. A receipt is required for all lodging.
 - c. Registration Fees – The Tribe provides registration fees for the conference or convention attended. A receipt for registration fees must be submitted with the expense report.
 - d. Meal Costs – Meal costs are provided on a per diem basis.
 - e. Alcoholic beverages may not be included as a reimbursable expense.
 - f. Car Rentals – Car rentals are discouraged by the Tribe, however, may be approved on a case-by-case basis depending on the circumstances.

Staff Emergency Information

All staff members are required to fill out a Staff Emergency Information form (Appendix AC) that identifies any potential or preexisting medical condition that the school should be prepared in case of a sudden illness. The name of the employee's physician, hospital preference, and names of persons to contact in case of an emergency are identified. Each year a new form is filled out to keep information up to date.

Stolen Property

It is the responsibility of all staff members to report any property that has been stolen to the School Administrator immediately. Upon a written report of stolen property and the conditions that existed in regard to the theft, the Administrator or designee will do an investigation of the matter. The perpetrator of the theft will be prosecuted by Law Enforcement as necessary and/or receive consequences from the Assistant Principal depending on the situation.

Student Absenteeism

Attendance is taken on a daily basis within the classroom. In the event that a student is absent and the parent/guardian has not called the school by 9:00 a.m. to report the absence, the School Secretary will send out a NASIS Call. It is the responsibility of the School Secretary or other designated personnel to keep updated records for truancy. If a student is late, the student will need a late slip to be admitted to class. This will have to be entered into the NASIS Program with detail for the reason and time the student came in late. Parents must also sign in/out students during the school day. When a student is absent their parent/guardian must call in for them and/or send a note excusing them. There is a list generated every day for the students that parents call in for; this will be kept in a file. Any student absent three or more consecutive days must provide a doctor's excuse upon return to school. The policy can be found in the MTS Parent-Student Handbook.

Student Checkout List

If a student should leave from the Menominee Tribal School during or at the end of the school year, the student needs to have the Student Checkout List (Appendix AD) form filled out. This form has the student make sure that he/she returns all books and/or materials that may be the property of the Menominee Tribal School. If materials are not returned, the parent/guardian is responsible for replacement costs.

Student Conduct

Menominee Tribal School students are taught to take responsibility for their actions. Self-discipline is one of the important ultimate goals of education. Our policy is as follows:

1. Students shall respect all persons within the school. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of juveniles or minors.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student conduct shall reflect consideration for the rights and privileges of others.

3. High personal standards of courtesy, decency, morality, clean language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work, and achievement within one's ability shall be expected of all students.
4. Every student who gives evidence of a sincere desire to remain in school, to be diligent in studies, and profit by the educational experience provided, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success to the limit of individual ability.

Primary responsibility for discipline and student conduct is placed with the classroom teacher. Each teacher should avail himself or herself of every opportunity to emphasize student responsibility for respecting authority and the rights of others. Every effort should be made to help students achieve self-respect through self-discipline.

It is the responsibility of the teacher to complete and submit all student referrals.

In the classroom you, as a teacher, must concern yourself with the above objectives of student conduct and discipline. To this end, you will use all knowledge and skills, which you possess in solving the problems in your own classroom. Administration is there to support you, to counsel with you, to handle the more difficult cases and to coordinate and unite efforts when a problem extends into more than one classroom. You should always feel free to discuss with Administration any case with the assurance that he/she will support your action, as well as, the fact that you must support Administration in the event that it is decided that he/she is to assume responsibility for a particular case.

Student Conduct - Use of Physical Force

In order to be confident that all incidents involving the physical contact of a student by a staff member are reported to the Administrator, the following administrative policy is to be followed:

In the event of any incident where a staff member has physical contact against a student, a written report by the teachers and/or other school personnel providing as much detailed information as possible is to be submitted to the Administrator by the close of the school day in which the incident has taken place.

Upon receipt of the written report, the Administrator will interview all of the individuals involved as soon as possible. The Administrator will prepare a written report based on the interviews and other aspects of the investigation and forward it to the Human Resource Director.

It is understood that the foregoing steps will be taken care of as soon as possible so that as little time as possible is permitted to lapse between the time of the incident and the completion of the investigation.

This procedure is designed to insure an immediate, accurate and well-documented investigation. It is not designed to provide disciplinary action for any of the involved parties. The Administrator will take any disciplinary action or the placement of any

reports in student or personnel files only after an interview with the accused personnel. Discipline actions will follow the steps identified in the Menominee Tribal Personnel Policies and Procedures.

Student Files

Change in Student Status: The appropriate form should be utilized when making any changes with a student in order to notify all relevant personnel. If a student is Transferring In or Transferring Out, the following staff should be notified of a new student.

- Homeroom Teacher
- Special Education Coordinator
- Technology Coordinator/Assistant
- Library Personnel
- Specials Teachers
- School Secretary to create a new file and send for school records. If a student is Transferring Out, all fines must be paid.

Student Illness/ Injury

When a student is ill, the teacher needs to assess the situation. The teacher then sends the student to the Isolation room if it is deemed necessary. Office personnel will take the student's temperature and make a list of the symptoms that he/she is experiencing. **Due to COVID-19 pandemic, any ill/sick child and the sibling(s) of ill/sick child will be sent home.**

When there is a confirmation that a person infected with COVID-19 was on school property, MTS will contact the local health department immediately. MTS will work with the local health department to assess factors such as the likelihood of exposure to employees and students in the building, the number of cases in the community, and other factors that will determine building closure. It is the responsibility of the local health department to contact the person confirmed with COVID-19, inform direct contacts of their possible exposure, and give instructions to those involved with the confirmed case, including siblings and other household members regarding self-quarantine and exclusions. The individual who tested positive will not be identified in communications to the school community at large but may need to be selectively identified for contact tracing by the local health department.

If a closure is determined necessary, MTS will consult with the local health department to determine the status of school activities including extracurricular activities, co-curricular activities, and before and after-school programs.

As soon as MTS becomes aware of a student or employee who has been exposed to or has been diagnosed with COVID-19, the custodial staff will be informed, so that impacted building or bus areas, furnishings, and equipment are thoroughly disinfected. If possible, based upon student and staff presence, the custodial staff will wait 24 hours or as long as possible prior to disinfecting. However, if that is not possible or school is in session, the cleaning will occur immediately.

Preventative Measures

The priority for preventing the spread of the disease in the school setting is to insist that sick employees and students stay home. Additionally, students and employees should remain home if someone in the household has COVID-19 symptoms or is being tested for COVID-19. Sharing this message with the school community and having a policy in place that ill persons must stay home for a minimum of 72 hours before returning to school is the first and most important step MTS will take. MTS will review any attendance bonus or similar attendance reward programs and will modify or suspend such programs to avoid encouraging employees and students to come to school when they are sick.

Some people can be infected with COVID-19, but show no signs of illness even though they are contagious and can spread the disease to others. It is also unknown how contagious people are the day or two before they begin to exhibit illness symptoms. Thus, these employees or students may be present at school, will show no signs of illness, but be capable of transmitting the disease to others. In these situations, the three most important mitigation strategies are social distancing, frequent handwashing, and appropriate PPE.

Social distancing can be accomplished in many different ways and it is up to the school to determine which strategies would work best in each unique situation. Handwashing and avoiding touching your face, eyes, nose, or mouth are also important steps a person can take to avoid becoming sick or spreading germs to others. The school will insist that employees and students wash their hands often and if soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. MTS will incorporate key times into the school day when all persons should wash their hands. Reinforcing healthy habits regarding hand washing is expected. These key times will be done in a staggered class pattern to maintain social distancing between students and include:

- Start of the school day
- Before eating
- After using the restroom
- After blowing nose, coughing, or sneezing
- After using shared equipment. Water fountains should not be utilized in schools until further notice. Water should be accessible. More information regarding preventative measures can be found below.

Exchange of Resources to and from School

Every effort will be made to reduce the amount of materials, supplies, and personal belongings going to and from school. The same consideration will be given to reducing student exposure to high-touch, shared resources at school.

Students will be provided a bin or some kind of storage to reduce shared resources.

Students will be provided with a folder in which they will bring home their COVID break days work.

If a student is injured, the school secretary and other school personnel on the CPR and First Aid Training List may give first aid assistance. The person in charge (Administrator or designee) will give directive to call the ambulance as necessary for assistance. Parents or emergency contact must be notified. All injuries are documented on a Student Accident Report and placed in a designated binder for the safety committee to review.

Emergency contact information is available on the NASIS program and can be accessed by school personnel.

Suggestions

Constructive suggestions are welcome from all departments at the Menominee Tribal School. Our goal is to provide staff with a safe and pleasant environment to help you provide the best education to the students of MTS. Suggestions may be given or shared at the School Board, Unit Team Meetings, Committee Meetings, Administrative Team Meeting, or with the Administrator. Each suggestion will be carefully considered, and reviewed with the School Board.

Supervision

The Administrator will supervise all teachers in regard to daily attendance, time cards, weekly lesson plans, monitoring of adherence to school policies, and team workability with the exception of staff working with the special education students. The Special Education Coordinator will supervise these personnel. The School Administrator will be the primary supervisor to review the teacher's ability to give instruction to students, to participate in required activities, to adhere to the discipline policy, to produce a quality lesson plan that demonstrates clear instructional objectives, and to evaluate the teacher. Since supervision is the process of improving instruction, different approaches and activities may be introduced. A Personal Plan of Action may be initiated if significant improvements are necessary for the Teacher.

Support Staff

There are many important people who are not teachers who help to operate the school system. Consideration and thoughtfulness on the part of the teachers will make their work much more pleasant, and vice-versa. Your consideration is greatly appreciated. If there is a situation that is of concern, please report it to the School Administrator or the Unit Team Leader. Teamwork involves all staff members of the Menominee Tribal School.

Teacher End-of-the-Year Check Out

To ensure that all year-end responsibilities are fulfilled, the Teacher will get signatures on the End-of-the-Year Checkout form (Appendix G) that acknowledges the return of school property.

Teacher's File

The Human Resource Department keeps the official personnel file for each teacher. The file should contain a complete record of your training and experience, as well as a transcript of your credits and must have a copy of your current license. Each teacher must bring to the school a copy of a current license. Teachers are responsible to bring in updated material to place in their HRD Official Personnel File. **A current license is the responsibility of each teacher and a condition of employment.** Teacher's evaluation, and related communications of positive or negative nature are also a part of this file. Teachers may review their files with twenty-four hours written notification.

Teachers Responsibility for Enforcement of School Rules

It is the responsibility of each teacher to enforce the school rules and policies. If the teacher does not understand any given policy, it is their responsibility to request further explanation to gain that understanding.

Technology Repair Requests

If you ever need assistance from IT with a computer issue, please submit a Help Ticket that can be accessed from your computer.

1. Address requests to the IT Helpdesk at 799-5117, ithelpdesk@mitw.org or use the IT Help Desk application on your desktop.

All other requests need to be submitted to the Technology Coordinator's office with a Computer Work Request form.

Technology Staff Acceptable Use Agreement

The staff of the Menominee Tribal School will have use of the technology resources through staff accounts and shall adhere to the Menominee Tribal Technology Use Policy and Procedures. An agreement will be signed every year. A copy of this agreement is in appendix B. Use of technology resources is viewed as a privilege, not a right. Use of the technology resources shall be for educational purposes consistent with educational objectives of the school.

- Misuse of the technology resources may result in loss of access privileges, school disciplinary action, possible legal action and/or compensation for damages to school property.
- Excessive use of personal email, inappropriate messages, or use of Internet sites may result in Disciplinary Action as described in the Menominee Personnel Policies and Procedures.
- Staff shall make every effort to supervise use of school owned student electronic devices and promote proper care of equipment.
- Any and all damaged equipment must be reported to MTS IT Coordinator immediately. Failure to report damages may result in the replacement cost of equipment at staff expense.
- All Staff members need to remember that all correspondence on Tribal Computers is the property of the Tribe and can be reviewed by the Technology Coordinator.
- Offenses may be subject to termination.

Telephone Calls/Cell Phone Usage

All phone calls come into the main desk in the school office. Teachers will have their do not disturb mode on when they are in session, in order that messages can be transferred to the room telephones. Otherwise the School Secretary will take a message and put it into the staff member's mailbox.

Telephone calls to the Administrator, SPED Director and the Dean of Students must be screened. The office personnel who answer shall ask whom the phone call is for, whom it is from, and what the phone call may be regarding before transferring it to the Administrator, SPED Director or the Dean of Students. If Administration is unable to take a phone call, the office personnel will give the caller the option of leaving a message with them or on voicemail.

Staff members are advised to inform the office staff of outgoing calls that messages have been left to return in order that these calls may be directed to the correct party.

Student use of phones in the classrooms is prohibited. Emergency calls may be made from the office as necessary, but are discouraged.

Staff use of cell phones while supervising students is acceptable if work related .

Textbook Selection and Adoption

Textbooks are chosen for the students of the Menominee Tribal School that are culturally sensitive and relevant to the advancement of their studies. Selection will be made after a building committee thorough reviews of all recommendations, consultation with educational professionals as necessary, and school board approval. Every effort will be made to have textbooks be correlated to the Common Core State Standards as well as the Wisconsin Model Academic Standards.

Tutoring / Enrichment

After school tutoring and/or enrichment activities are available for students as funding allows. Personnel will be hired as the budget allows. Referrals for the tutoring program may come from the teacher, administrator, parent, or student.

Use of School Equipment

School personnel or other Menominee Tribal Departments may request to use school equipment. There is a Use of Equipment Form (Appendix H) to be filled out that designates what the use is for and the agreement for liability for loss or damage of the equipment. The Menominee Tribal School reserves the right to deny any request.

Use of School Facilities or School Grounds

Teachers and other Menominee Tribal Departments need to secure permission from the Administrator to use the Facilities or school grounds. A Facility Request Form (Appendix J) needs to be completed. Security of the building will be balanced with the need of the Teacher or Tribal Department to use the building after hours. Cost will be determined by

the personnel needed to supervise building and operations expenses. The Menominee Tribal School reserves the right to deny any request.

All items in the Menominee Tribal School are the property of the Menominee Tribe. Personal items are not to be housed within the facility. The administration or their designee may remove any items within the facility when there is reason to believe that the contents may threaten the safety or welfare of the students or employees and/or is in violation of any policy or statute affecting the Menominee Tribal School.

Vehicle Use Policy

In the event it is necessary for a staff member to transport students for school-related purposes. The staff member acknowledges that he/she has a duty to comply with the Menominee Tribe's Vehicle Use Policy, if he/she drives for any purpose related to the operation of the school.

MTS discourages staff from transporting students in his/her own vehicle for any purpose related to the operation of the school. In the event that a staff member makes the autonomous decision to transport students in his/her own vehicle, the staff member assumes total responsibility and agrees to hold harmless and indemnify the Board, School, and Tribe against any damages or injury resulting from such transportation.

Visitor Registration

Due to the COVID-19 pandemic, no visitors will be allowed into the building during the school days. All visitors must report to the main office when entering the school building, presenting identification. At the office they must sign in and wear an ID that clearly identifies them as a VISITOR. All visitors should be then escorted around the school by school personnel.

Work Hours

For staff that provide educational services to students, the workday will be from **7:30 A.M. to 3:30 P.M.**, unless otherwise specified in the school calendar.

On the last day of the week, teachers may leave after the last regular bus leaves. On days school is closed because of inclement weather, teachers may leave after the students have left the building. Teachers will be informed via the PA system by the administration when students have left the building.

Leave without Pay will be granted by the Supervisor on a case-by-case basis.†

However, the supervisor reserves the right to ask for additional documentation for the additional loss of time from the employee, such as a statement from their doctor, an appointment card for other family member, or any other documentation requested by the supervisor. If the absenteeism causes deficits in the performance of the job, it will be dealt with through the Menominee Indian Tribe of Wisconsin Policy #208 Negative Job Performance and the Disciplinary Actions suggested in the Menominee Tribal Personnel Policies and Procedures will be followed. There are to be no after school activities conducted if school is dismissed early due to inclement weather. The school building may remain open for Maintenance, Technology, Business, Food/Transportation, Administration, and office personnel. If hourly employees need to be absent due to

weather, they will need to use their personal time as determined by the MITW Policies and Procedures.

**Menominee Indian Tribe of Wisconsin
Emergency Paid Sick Leave Policy
04.23.2020**

Pursuant to the requirements of the Families First Coronavirus Response Act (the "Act"), and the Tribe's commitment to the safety and well-being of its employees and other member of the community, the following Emergency Paid Sick Leave ("EPSL" Policy (the "Policy")) shall be effective from April 1, 2020 to December 31, 2020. In the event of any conflict between the Policy and the emergency paid sick leave provisions of the Act, those terms of the Act shall apply.

1. Eligibility

All employees, with the exception of employees exempted pursuant to Section 13 of this Policy, are eligible for EPSL. Full-time employees are eligible for up to a maximum of 80 hours of EPSL this calendar year. Part-time employees are entitled to a prorated amount of EPSL based on the average number of hours the employee works during a two-week period (e.g., if a part-time employee works 48 hours during a normal two-week period, they will be eligible for up to 48 hours of EPSL). For a part-time employee whose schedule varies from week to week to such an extent that the Human Resources Department ("HRD") is unable to determine with certainty the number of hours the employee would have worked if the employee had not taken EPSL, HRD will calculate an average number of hours consistent with the provisions of the federal Families First Coronavirus Response Act.

2. Reasons for Emergency Paid Sick Leave

An employee may use this EPSL if the employee is unable to work or telework because:

- (a) The employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
- (b) The employee has been advised by a health-care provider to self-quarantine because of COVID-19 concerns;
- (c) The employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
- (d) The employee is caring for an individual who is subject to a federal, state, or local quarantine or isolation order related to COVID-19, or who has been advised by a health provider to self-quarantine due to concerns related to COVID-19;
- (e) The employee is caring for the employee's son or daughter because the child's school or place of child care has been closed, or the child's child care provider is unavailable, due to COVID-19 precautions; or
- (f) The employee is experiencing any other substantially similar condition as may be specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and Secretary of Labor.

3. Carryover
This EPSL will not carry over to the following calendar year and is in addition to any paid leave currently provided by the Tribe.
4. Request to use Emergency Paid Sick Leave
An employee who seeks to use this EPSL shall request such leave in writing to the HRD, stating the reason the leave is required.
5. Reasonable Notice
After the first workday (or portion thereof) an employee receives EPSL under this Policy, the Tribe may, in its sole discretion, require the employee to provide reasonable notice of the need for additional EPSL in order to continue receiving such EPSL.
6. Separation
If an employee's employment should end for any reason, any unused EPSL will not be paid out as wages upon termination, and shall be forfeited by the employee.
7. Calculation of Rate of Pay During EPSL
Employees will receive their full pay (not to exceed \$511 per day and \$5,110 in the aggregate) during any period of EPSL that is taken for a use described in Paragraph (a), (b), or © of Section 2 of this Policy. Employees will receive $\frac{2}{3}$ of their regular rate of pay (not to exceed \$200 per day and \$2,000 in the aggregate) during any period of EPSL that is taken for a use described in Paragraph (d), (e), or (f) of Section 2 of this Policy.
8. Return to Work
Prior to returning to work, employees will be required to complete a Confidential Health Form, certifying that the employee does not present a risk of spreading COVID-19 in the workplace.
9. Termination of EPSL
Once the reason for which the employee took EPSL has concluded, the employee shall return to work on the employee's next regularly scheduled workday or shift.
10. Overtime
EPSL does not count as hours worked for purposes of calculating an employee's entitlement to overtime.
11. Documentation
The Tribe may, in its sole discretion, request that employees provide documentation to support a request for EPSL, and will notify employees if documentation will be required.
12. No Need for Replacement Employee
Employees who take EPSL are not required to search for or find a replacement employee to cover the hours during which the employee is using EPSL.
13. Exempt Employees
Employees who are exempted from this policy include anyone employed at any doctor's office, hospital, healthcare center, clinic, post-secondary educational institution offering health care instruction, medical school, local health department or agency, nursing facility, retirement facility, nursing home, home health care provider, any facility that performs laboratory or

medical testing , pharmacy, or any similar institution, employer or entity. This includes any permanent or temporary institution, facility, location or site where medical services are provided that are similar to such institutions. Emergency responders are also exempted from this policy. Emergency responders includes, but is not limited to military or national guard, law enforcement officers, correctional institutional personnel, fire fighters, emergency medical services personnel, physicians, nurses, public health personnel, emergency medical technicians, paramedics, emergency management personnel, 911 operator, child welfare workers and service providers, public works personnel, and persons with skills or training in operating specialized equipment or other skills needed to provide aid in a declared emergency, as well as individuals who work for such facilities employing these individuals and whose work is necessary to maintain the operation of the facility.

Exempted employees are excluded from the provisions of the Emergency Paid Sick Leave Act. This policy, however, shall be made applicable to such exempted employees upon the approval of said employee's supervisor after making a determination that granting such leave does not endanger the health, safety, and welfare of the community.

END OF POLICY

BULLYING PREVENTION

Introduction

Menominee Tribal School strives to provide a safe, secure and respectful learning environment for all students in the school building, on school grounds, school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. Menominee Tribal School staff consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. When dealing with bullying, it is important to assess and protect the safety of all students and to provide consequences that teach appropriate behavior and promote the empathy of others.

Definition

MTS defines bullying as:

Bullying includes an imbalance of power and is any intentional written, verbal, electronic, or physical act that a student has toward another particular student more than once, and the behavior causes both mental and/or physical harm to the other student, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student, student, is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber-bullying)

Not all undesirable behavior, especially when viewed in isolation, will constitute bullying.

Prohibition

Bullying behavior is prohibited in the school building and grounds, property and educational environments and vehicles owned or leased by the school including school busing. Educational environments include, but are not limited to, every activity under school supervision.

Bullying Reporting Procedures / Retaliation

All MTS staff that observe or become aware of bullying are required to report the act or incident to a school administrator or his/her designee. Any other person, including students, who is either a victim of bullying or is aware of the bullying are also encouraged to report the act to an administrator or his/her designee. Reports of bullying may be made verbally or in writing as well as confidentially. All reports will be taken seriously and a school investigation will begin within 1 school day of the reported incident.

Reporting Steps:

Upon a reported bullying act or incident...

1. A MTS Report of Bullying/Harassment Incident Form will be completed by reporter and school staff administrator or designee.
2. An investigation will be conducted within 1 school day of being reported. Investigative practices will include viewing any available film, interviewing the bullying victim(s) and/or reporting person(s) as well as others as to determine the facts and seriousness of the report.
3. Parents and/or guardians of each student involved will be notified prior to the conclusion of the investigation.
4. A written record of the report and investigation will be documented and filed. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

There shall be no retaliation against individuals making bullying reports. Individuals involved in retaliatory behavior will be subject to disciplinary action

Sanctions and Supports

If it is determined that the student(s) participated in bullying, or retaliated against anyone due to the reporting of the bullying behavior, an appropriate consequence per the MTS Parent/Student Handbook Behavior Matrix will be given. However, depending on the severity of the incident, the MTS administration and the school board may take disciplinary action including: suspension, expulsion and/or referral to law enforcement for possible legal action. Additional consequences may include student/teacher conferencing, behavior contract(s) and/or written report or presentation on bullying and its effect on others. The aggressor(s) will also receive anti-bullying education and social skills counseling.

All bullying victims will receive support through the MTS counseling department and/or other support staff.

Staff at Menominee Tribal School will do the following things to prevent bullying and help children feel safe at school.

- Closely supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens.
- Teach the "Second Step" curriculum
- Respond quickly and sensitively to bullying reports.
- Take seriously families' concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.

Disclosure and Public Reporting

The policy shall be distributed annually to all students enrolled at MTS, their parents/guardians and employees. It will also be distributed to organizations within the

community that have cooperative agreements with MTS. The school will also provide a copy of this policy to any person who requests it.

Records will be maintained on the number and types of reports made, the imposed sanctions and consequences for all incidents found to be in violation of this bullying policy. An annual summary report will be prepared and presented to the school board and will include trends in bullying behavior along with recommendations for reducing further bullying behavior.

Reviewed by the Board of Education:	May 16, 2017
Approved by the Board of Education	May 16, 2017
Reviewed by the Board of Education	April 17, 2017
Approved by the Board of Education	April 17, 2018
Reviewed by the Board of Education	June 11, 2019
Approved by the Board of Education	June 11, 2019
Reviewed by the Board of Education	August 6, 2020
Approved by the Board of Education	August 6, 2020

STUDENT CLASSROOM PLACEMENT

When new students are admitted and accepted into the Menominee Tribal School, the Admission Team will determine what class roster is appropriate and in the best interest of the child. The placement of returning students is made by the Administrator or designee, and teachers in the units (K-2, 3-5, 6-8) that the child is being served.

Criteria for placement

Due to COVID-19 pandemic all class sizes will be limited to a 9:1 ratio (9 students/1 teacher) until COVID-19 restrictions have been lifted. This decision will be made based on the following criteria:

- The child's placement will encourage a setting that allows for potential optimal performance.
- The number of students in each classroom must follow the approved guidelines agreed upon with contracted teachers. (Kindergarten student population may not exceed 17 and 1st through 8th grade classrooms may not exceed 20 students). If the classroom limit has been made, no change in placement may be made.
- The number of students that are identified with special educational needs in any given classroom must be proportionately distributed between the classes at any given grade level.

Change of placement

During the course of the school year there may arise the need to change the placement of the student. If there is more than one classroom at the student's grade level, the following steps may be taken:

1. The teacher may request that a student be changed from one classroom to another if the student is demonstrating maladaptive behavior (increase of inappropriate behavior, poor grades, truancy, or personal conflicts with other students or teachers). The suggested change will be in the best interest of the student to improve behavior and/or achievement.

2. The parent/guardian may request that his/her child be changed from one classroom to another if they are not satisfied with their child's educational experience.

In order to follow through on these requests the following procedure must be followed:

- The request for Change in Placement must be in writing, complete with the child's current grade, classroom teacher, and reason for request, and submitted to school administration.
- Administration will review the request with the student's teacher(s).
- Administration will consider the request based on the above Criteria for Placement and notify the teacher and/or parent of the final decision.

APPEAL TO DECISION

The parent has the right to appeal the decision to the Administrator in writing within five (5) working days of the decision. The procedure that will be followed will be the same as the complaint procedure (p. 27).

The Menominee Tribal School follows the Personnel Policies and Procedures Manual developed by the Menominee Indian Tribe. This document is available in the library as well electronically through the MenomiNet site under Policies.

http://menominet.tribe.mitw.org/includes/secure_file.cfm?ID=492&menuID=7

Locally Selected Wellness Plan Goals

Nutrition Education Goals

Menominee Tribal School nutrition goals are intended to support and supplement state-mandated curricular elements that relate to health and nutrition, for the purpose of providing students with the knowledge and skills necessary to appreciate the benefits of and make sound decisions related to eating habits and nutrition.

- Support and promote good nutrition in all school-based activities during normal school operating hours;
- **Due to the COVID-19 Pandemic, all snacks provided by parent(s)/guardian should be provided in individually wrapped packages. No homemade treats will be allowed.**
- Will incorporate weekly nutrition education classes in all classrooms;
- Students will be involved in enjoyable, developmentally appropriate and culturally relevant participatory activities such as the school's sugar camp and maple syrup processing as well as collecting and harvesting wild rice, food promotions and taste testing;
- Links with school meal programs, other school foods, and nutrition-related community services;
- When grant funding is available, all students will be provided with fresh fruit and vegetable snacks three times per week.
- Includes training for teachers and other staff.

Physical Activity Goals

Because physical fitness has a significant impact on a student's ability to learn and to live a healthy life, it is the goal of MTS that every student shall have opportunities to acquire the knowledge and skills to participate in physical activities and appreciate the short and long-term benefits of personal fitness. The goals listed below, which focus on students directly engaging in physical movement and exercise, will support and supplement the school's comprehensive physical education curriculum.

- Supports and promotes an active lifestyle for students and staff;
- Shall adopt and implement a comprehensive health and fitness curriculum, consistent with state standards;
- All students receive physical education instruction [or adaptive P.E. by a certified physical education teacher or adaptive physical therapist] by a certified physical education teacher for the entire school year: k-5 - 60/week and Gr. 6-8 - 50/week;
- Encourage after school student participation in athletic programming for students;
- Promote the use of physical activities for class parties, holidays and school reward incentives: bowling, sledding, fishing, hiking, basketball tournaments, scavenger hunts, card making, seasonal crafting, etc.;
- Promotes physical activity and provides additional opportunities for students to be actively engaged in physical activity during the day as well as special programs or events. Examples include, but are not limited to:

- 3-minute “brain breaks” periodically throughout the day
- Yoga and mindfulness activities during morning meeting session
- Chair exercises, dancing and body stretch breaks
- ‘Movement break sticks’ - 1-minute activities that are written on tongue depressors, one is picked for each break.
- Provides daily recess period(s) for students, featuring time for unstructured but supervised active play
- Provide professional development training and opportunities for staff - yoga, mindfulness, meditation
- Exceptions will be made to meet IEP goals and students with medical excuses.

Nutrition Promotion Goals

By establishing nutrition promotion goals, the school will provide resources and opportunities for students, staff and others that will help students to recognize, develop, and practice healthy eating habits within the school environment, at home, and/or in other community settings. The school will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Agriculture. In addition, Menominee Tribal School will establish procedures to control food sales that compete with the school’s non-profit food service in compliance with the Child Nutrition Act.

- Weekly health classes will provide activities that promote student involvement in making posters and snack menus that promote health, nutritious foods.
- Promote field trips that include Farm-2-School locations that enrich student understanding of healthy, fresh, local foods: pumpkin patch, dairy farm, apple orchard, and fishing;

Goals for Other School-Based Activities that Promote Student Wellness

In establishing the following goals for other school-based activities that promote student wellness within this Wellness Plan, the school attempts to recognize that activities and initiatives can be integrated across a variety of school-related settings. Activities can extend beyond the schools food service program and are intended to engage and encourage physical activities that involve families and other community partnerships.

- Promote and encourage staff involvement in health initiatives provided through the Tribal Clinic: annual health screenings and individual health planning; weight-loss challenges; physical fitness classes.
- Encourage families to participate in school sponsored physical activities: Color Run, Powwows, walk to school, community awareness walks, etc.

Standards and Nutrition Guidelines for Foods and Beverages Available to Students

Foods sold to Students at School

The following nutrition standards and guidelines apply to foods and beverages offered for sale to students on school premises before the start of the school day, during the official school day, and within 30 minutes after the official school day.

- Reimbursable meals and snacks, (breakfast, lunch, after school snacks) will meet the statutory and regulatory nutrition standard established for such meals and snacks.
- Foods and beverages sold to students during the official school day that are not included as part of the school meal program shall meet at least the USDA's minimum. For further clarification and guidance please refer to Appendix A, Smart Snacks in School and Competitive Foods nutrition standards.
- Fundraising is an essential component of student activities that supports quality programs at MTS; therefore, fundraising is encouraged. During all food-related fundraisers, MTS promotes healthy nutritional choices for our students/families/community. Fundraising events that involve physical activity and increase overall wellness are highly encouraged. Suggested fundraising activities that do not promote the use of food may include but are not limited to: car washes, lawn cleanup including raking and shoveling, pet walking and /or dog washing, pledges for walk-a-thons, singing telegrams, and raffles including 50/50 raffles of donated items. This plan allows the school administration or food coordinator to approve up to two exempt fundraisers per student organization per year involving the sale of food or beverage items that do not meet any minimum nutrition guidelines. Any approved exempt fundraisers may not exceed two weeks and NO sales will be allowed during any school meal program.
- Administration approved food orders that are delivered to the school building that are not intended to be consumed on school premises (ex. frozen food fundraisers) are not subject to any specific nutrition standards or location restrictions.

Foods Provided or Distributed, but Not Sold to Students

The following guidelines apply to food and beverages that are provided or distributed (NOT sold) to students on school premises during official school day hours.

- Beverages: Any beverage that is not listed or does not meet the guidelines included below should not be served or distributed during the official school day without receiving permission from school administration. (Note: No-calorie or low calorie beverage options are not an option for K-8 students)
 - Plain water
 - Unflavored low-fat milk
 - Flavored or unflavored fat free milk or milk alternatives
 - 100% fruit/vegetable juice,
 - 100% fruit/vegetable juice diluted with carbonated or noncarbonated water
- Portion size limits are:
 - Water - no portion size limit
 - Milk-Juice: 8 oz. for K-5 students
12 oz. for 6-8 students

- Classroom Celebrations, Receptions, and Special Occasions, as previously included in this plan, should promote healthy options whenever possible. **Due to the COVID-19 Pandemic, all snacks provided by parent(s)/guardian should be provided in individually wrapped packages. No homemade treats will be allowed.** A listing of healthy snack options (Appendix B) will be provided to staff and parents. Occasional celebrations, such as birthdays and holidays, whose food includes items that do not meet healthy snack or food meal standards are allowable in moderation unless otherwise directed by school administration or the food service coordinator. Healthy snack suggestions may include but are not limited to the following items and should be served after student lunch hours:

○ Fresh fruit or fruit cups	Trail/Cereal Mixes (no candy)
○ Fresh veggies & low-fat dip	Yogurt
○ Dried fruits	Pretzels
○ String cheese, cubes	Popcorn
○ Whole grain crackers	Low-fat muffins
○ Other low fat crackers	
- Other Meetings and Events that occur during normal school hours that involve students and/or staff that do not fall under previously mentioned sections shall follow the school's nutritional guidelines for food, snack and beverages sold in the school during the normal school hours unless previously approved by the school administrator or food program coordinator.
 - Food that a student may bring from home is not affected by this wellness policy, but it is encouraged that families provide their children's food items with healthy, nutritional items.

Marketing of Food and Beverages

No school official, employee or agent shall prospectively authorize or allow the marketing (advertising or promoting) of foods or beverages on school grounds during the normal school day that do not meet the minimum federal nutritional standards for foods and beverages that are sold to students outside of the school meal programs. Examples of this include posters, cups, food trays, coolers, etc. Allowable exclusions:

- Material used for educational purposes within a classroom
- Existing scoreboards and other equipment
- The display of a general brand that is considered healthy
- Materials that are displayed for approved fundraisers
- Personal items such as clothing, lunch boxes, backpacks, water bottles, etc.

Assessing the Wellness Policy and its Implementation

The primary means of measuring the implementation of the school's compliance with this Wellness Plan is through a formal assessment that will occur at least once every three years. The assessment will be completed under the direction of the school

administrator or food program coordinator. A report will be generated and provided to all stakeholders and will address at least all of the following areas:

1. The extent to which MTS is in compliance with the Wellness Policy;
2. A narrative of the progress made in attaining the goals using quantitatively and/or qualitatively collected data to the extent that is practical and appropriate;
3. The extent to which the MTS Wellness Policy compares to one or more model local school wellness plans/policies.
4. A statement of any recommended changes to the MTS Wellness Policy, or a statement that no specific changes are recommended, will be provided to wellness committee members and then to school administrations for final approval.

The final report as well as any other periodic assessment reports shall be presented to the School Board.

As further means of evaluating the implementation of this Wellness Policy, including the school's compliance the school administrator or food service coordinator will:

1. Identify the data and other records that will be used to reasonably document and evaluate the progress that is being made with the specific goals, nutritional standards, and other requirements included in the Wellness Policy.
2. Communicate expectations to school personnel related to tracking school level data that will be needed to effectively assess the policy/plan.
3. Periodically meet with school-based personnel to serve as a support resource regarding the plan implementation and to review the school's compliance and progress to date.

Reports and Other Communications Related to MTS Wellness Policy

The primary means of keeping families, community members and the general public informed of the Wellness Policy/Plan will be through the Menominee Tribal School public website. In addition to uploading the most current plan a 'Wellness Corner' will be included that will provide readers with wellness related school activities, healthy nutritional information, school wellness personnel contact information, upcoming meetings, and plan evaluation summary report(s).

USDA Nondiscrimination Statement and Complaint Information

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discrimination based on race, color, national origin, sex, disability, age or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American sign language, etc.) should contact the Agency (state or local) where they applied for benefits. Individuals who are

deaf, hard of hearing or have speech disabilities may contact the USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. Mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410
2. Fax: (202) 690-7442; or
3. Email: program.intake@usda.gov

This institution is an equal opportunity provider

Adoption date: April 17, 2019

Wellness Committee Members: Michelle Koehler, Mike Clark, Teachers: Sue Thunder, Finance: Amy Kasten - Food Service Coordinator

Smart Snacks in School

USDA's "All Foods Sold in Schools" Standards

Appendix A

Nutrition Standards for Foods

- Any food sold in schools during approved normal operating school day hours must:
 - Be a 'whole grain-rich product; or
 - Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 - Be a combination food that contains at least $\frac{1}{4}$ cup fruit and/or vegetable; or
 - Contain 10% of the Daily Value (DV) of one of the nutrients of calcium, potassium, vitamin D or dietary fiber (July 2016 foods may no longer qualify under the 10% DV criteria)
- Foods must also meet several nutrient requirements during normal school day hours:
 - Calorie limits:
 - Snack items: ≤ 200 calories
 - Entree items: ≤ 350 calories
 - Sodium limits:
 - Snack items: ≤ 230 mg (July 2016 this decreases to ≤ 200 mg)
 - Entree items: ≤ 480 mg
 - Fat limits:
 - Total fat: $\leq 35\%$ of calories
 - Saturated fat: $\leq 10\%$ of calories
 - Trans fat: 0 grams
 - Sugar limits:
 - $<35\%$ of weight from total sugars in foods.

Smart Snack in School

Alternative Healthy Food Options

Appendix B

Tribal School will promote and encourage the use of alternative healthy food options that meet the Smart Snack in School Standards/Guidelines.

	Portion or oz.	Cals	Fat %	Sat Fat %	Trans Fat %	Sugar %	Sodium mg
Dairy/Meat Products							
Mozzarella String Cheese	1	90	55.6	35	0	0	90
Cheddar Cheese Cubes	1	90	66.7	45	0	0	
Mild Cheddar Cheese Stick	1	90	66.7	45	0	0	
Low-fat Crazy Cone	2.3	120	12.5	7.5	0	33	40
Vanilla Mighty mini sandwich	2.5	120	25	7.5	0	33	40
Reduced Fat Chocolate Cone	2.2	148	20.3	9.1	0	27	
Reduced Fat Vanilla Cone	2.2	148	20.3	9.1	0	27	71
Nuts, seeds % Meats	1 ½ portion						200
Roasted peanuts		79	74	11.4	0	0	65
Roasted pumpkin seeds	1	160	75	14.1	0	0	95
Roasted sunflower seeds	1	170	76.5	7.9	0	7	85
Roasted salted almonds	1	170	82.4	53	0	2	60
Roasted salted cashews	1	160	75	14.1	0	3	125
Roasted salted pistachios	0	80	68.8	11.3	0	5	
Turkey Jerky	1 ½ portion	50	10	0	0	0	115
Pastries/Grains							
Honey Wheat mini bagels	1	60	0	0	0	13	90

Whole grain mini cinnamon roll	1.5	140	25	0	0	26	150
Whole grain baked bread sticks	1.5	120	16.7	7.5	0	7	180
Whole grain reduced fat banana muffin	1.9	160	25	5.6	0	35	180
Whole grain reduced fat blueberry muffin	1.9	150	26.7	6	0	35	170
Whole grain reduced fat choc/chip muffin	1.9	160	28.1	8.4	0	35	170
Snacks							
Baked chips							115
BBQ potato chips	1	110	22.7	0	0	11	190
Original potato chips	1	100	15	0	0	8	125
Sour cream and onion chips	1	130	23	3.5	0	9	160
Doritos reduced fat cool ranch	1	130	34.5	6.9	0	3	105
Doritos reduced fat nacho cheese	1	130	35	3.5	0	0	200
Tostitos reduced fat tortilla chips	1	120	33	3.8	0	0	110
Rold gold heartzels pretzels	1	80	12	0	0	0	
Smart food white cheddar	1	70	28	0	0	0	135

popcorn							
Chex Mix Hot n Spicy	1	110	22.7	4.1	0	7	190
Chex Mix cheddar	1	110	22.7	4.1	0	15	180
Kellogg's Special K cracker chips	1	0.87	90	16	0	0	190
Honey BBQ cracker chips	1	0.87	90	16	0	0	190
Whole grain goldfish crackers	1	100	30	9	0	0	110
Giant goldfish graham chocolate	1	110	27	8	0	22	120
Giant goldfish graham cinnamon	1	120	29	7.5	0	20	110
Giant goldfish graham vanilla	1	120	29	7.5	0	23	110

